Attachment 9
(Developmental Disabilities 1)

Protocol for Operations Branch Monitoring of
Area Program CAP-MR/DD Slot Management

- The Operations Branch will monitor area program CAP-MR/DD slot management by reviewing case lists for each area program on an annual basis.

- At a minimum, case lists shall include the numerically ordered names of the CAP-MR/DD recipients in active slots and the numerically ordered names of the individuals who have been terminated during the current waiver year, with the list equaling the total number of slots allocated to the area program.

- Monitoring of CAP-MR/DD slot utilization will be divided by region as follows:
  1. Eastern Region - for data effective September 30th;
     ⇒October 15th- CAP-MR/DD case list due to the Operations Branch; and
     ⇒November- data reviewed by the Operations Branch; follow up with area programs regarding discrepancies.

  2. South Central Region - for data effect December 31st
     ⇒January 15th- CAP-MR/DD case list due to the Operations Branch; and
     ⇒February- data reviewed by the Operations Branch; follow up with area programs regarding discrepancies.

  3. North Central Region - for data effect March 31st
     ⇒April 15th- CAP-MR/DD case list due to the Operations Branch; and
     ⇒May- data reviewed by the Operations Branch; follow up with area programs regarding discrepancies.

  4. Western Region- for data effect June 30th
     ⇒July 15th- CAP-MR/DD case list due to the Operations Branch; and
     ⇒August- data reviewed by the Operations Branch; follow up with area programs regarding discrepancies.

- Area Programs will receive a prompt from the Operations Branch to submit their CAP-MR/DD case lists by the end of the month prior to month the lists are due.

- The Operations Branch will review the case lists based on the CAP-MR/DD database.

- Unresolved discrepancies, e.g., numbers of CAP slots allocated, as noted by the State, differing with those noted by the Area Program, will be referred to a CAP-MR/DD Consultant to provide technical assistance to the Area Program.

- Compliance will be reported annually with the July Performance Agreement Report. Western Region compliance will be reported in the 1st Quarter report of the new fiscal year.